



Job Announcement

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Opening Date:	December 20, 2012	Closing Date:	January 3, 2012
Job Title:	Civil Assistant - Central Files	Position Type:	Regular Full Time
PIN:	059437	FLSA Status:	Non-Exempt
Location:	Circuit Court for Montgomery County Rockville, Maryland	Grade/Entry Salary:	J5 \$27,576 - \$32,363 (eff. 1/1/13)
		Financial Disclosure:	No

Essential Functions: Maneuvers files, boxes, office furniture and office equipment. Assists in the delivery of equipment and supplies. Distributes mail throughout the location and processes outgoing mail. Delivers mail to local post office. Assists in mail room. Serves as courier for bank deposit. Maintains department file room. Retrieves files for appropriate agencies, chambers or department. Files pleadings and other documents in the correct case file. Assists the public, attorneys, court agencies and staff by providing information on case status and Clerk's office procedures, both in person and by telephone. Indexes new cases and pleadings into the court's database. Performs all other duties as assigned.

Education: High School Diploma or GED.

Experience: One year of general clerical experience.

Note: Valid Maryland Driver's license required.

Skills/Abilities: Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Ability to learn and apply job-related terminology, policies, procedures, regulations and laws and to define problems, collect data, establish facts, record data, appropriately complete forms and provide information to customers. Ability to interpret comments and notations and record essential information. Ability to follow instructions and produce accurate results. Ability to build working relationships with co-workers and be a team player. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to provide consistent, courteous customer service in person and over the telephone. Ability to lift up to 50 lbs. Ability to stand for long periods of time. Ability to operate a cash register. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Must have a valid State of Maryland driver's license and good driving record. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Montgomery County
Montgomery County Judicial Center
50 Maryland Avenue
Rockville, MD 20850
ATTN: Loretta Knight, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.